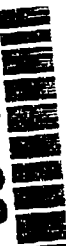


# Exceptional Family Member Program

## EFM AD-A286 866



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# Exceptional Family Member Program EFM

Purpose of the EFM Program is to reflect the Navy's concern and support for its members and their families by

- Ensuring members with exceptional family members are detailed to areas where family special needs can be cared for - and -
- Referring families to local sources of assistance to meet their needs.

This booklet is intended for distribution to potential EFM enrollees and those already enrolled in the program.

Additional copies may be obtained free of charge from:

Naval Publications and Forms Directorate  
Navy Aviation Supply Office  
5801 Tabor Avenue  
Philadelphia, PA 19120-5099

*per G. Schleg OC*

## Introduction

- ☐ The EFM Program is a mandatory enrollment program per OPNAVINST 1754.2 (series) that identifies long term medical and special education needs of family members and ensures assignment consideration of those needs when transferring.
- ☐ To ensure special needs of family members are considered during the assignment process, service members are required to enroll when the special needs are identified or at least nine months prior to Projected Rotation Date (PRD). This provides your detailer time to work your next assignment and consider your family member's special needs as well as your career needs and the Navy's needs.

## Eligibility

- ☐ This program is open to any authorized family member who meets the following criteria:
  - Physical, emotional or other disability, and/or
  - Long term chronic illness, and/or
  - Long term special education needs.
  - Enrolled in DEERS.
  - Residing with sponsor.

## Forms

- ☐ NAVPERS Forms 1754/1/3/4 are available in Enlisted/- Officer Transfer Manuals or through the EFM Coordinator at any military treatment facility (MTF).
  - NAVPERS 1754/1 is completed by the service member or spouse.
  - NAVPERS 1754/3 is completed by the primary physician.
  - NAVPERS 1754/4 is completed by a special education official.
- ☐ A legible copy of the most current Individualized Education Plan (IEP) must be submitted with NAVPERS 1754/4.
- ☐ NAVPERS 1754/3 and 1754/4 must be completed for all school age children in special education. (If NAVPERS 1754/4 is not completed, need statement that child is not receiving special education).
- ☐ Service members must retain a copy of the enrollment package for future update requirements.
- ☐ EFM applications are forwarded by the EFM Coordinator at the MTF or may be forwarded directly to the nearest review committee:

EFM Central Screening Committee  
Naval Hospital (Code CGH)  
San Diego, CA 92134  
(619) 532-7291; Autovon 522-7291

- or -

EFM Central Screening Committee  
Naval Hospital (Code 0505A)  
Portsmouth, VA 23708  
(804) 398-5833

## What Happens Next?

- ☐ Forms are reviewed by the Central Screening Committee.
- ☐ Review includes enrollment recommendation.
- ☐ Forms are forwarded to BUPERS (Pers-662) for final disposition.
- ☐ Detailing record is flagged to denote EFM enrollment and the detailer is notified.
- ☐ Enrollment/Non-enrollment letter is forwarded to the service member via the commanding officer.
- ☐ EFM forms are maintained by BUPERS Program Manager.
- ☐ EFM files are reviewed when PCS orders are issued to ensure assignments meet EFM criteria.
- ☐ EFM update is required every three years or as conditions improve, worsen or services are no longer required.
- ☐ Disenrollment from the program because special needs are no longer required is accomplished with updated forms from the physician or school official.
- ☐ Disenrollment from the program because of changes in family status, e.g., divorce, EFM no longer resides with service member, is accomplished with a letter from the command.

## How Program Manager (Pers-662) Serves Commands/Service Members

- ☐ Assists commands with enrollment processing.
- ☐ Reviews all EFM assignments.
- ☐ Ensures assignments meet EFM needs.
- ☐ Assists service members in identifying resources.
- ☐ Assists commands with early return requests.
- ☐ Assists commands/medical facilities with overseas and isolated area screening.
- ☐ Ensures service member/family are not separated if family member fails screening. Involuntary unaccompanied tours must be approved by CHNAVPERS.
- ☐ Provides advocacy/assistance to commands/service members.
- ☐ Provides education and training.

## What Enrollment Does Not Do

- ☐ Enrollment does not mean orders are forthcoming.
- ☐ Enrollment does not usurp sea/shore rotation or rating requirements.
- ☐ Enrollment does not mean a service member cannot be stationed overseas.
- ☐ Enrollment does not mean a service member can only be stationed at Norfolk or San Diego.
- ☐ Enrollment does not mean service members cannot continue negotiating assignments with their detailer.
- ☐ Enrollment does not replace overseas screening requirements.
- ☐ Enrollment does not replace humanitarian reassignment needs.
- ☐ Enrollment does not entitle service members to priority housing.

## Transfer Hints for Members

- ☐ Contact the National Information Center for Handicapped Children and Youth at 1-800-999-5599 to obtain a State Resource Sheet. The Resource Sheet will tell you how to:
  - Contact Children's Medical Services if your child's health care is supported through a State Medical Program or to see if your family member qualifies, as rules vary in each state.
  - Contact the Department of Special Education to ensure the required services will be available in your new locale.
  - Contact the Parent Information Training Center (PIT) for assistance and training regarding parent rights and responsibilities under P. L. 94-142.
  - Contact the Parent to Parent Program to identify a parent support group or to start one in your area.
  - Contact the Easter Seal Society regarding the Early Intervention Program for infants with special needs.

## Other Resources

### ☐ Medical

- Discuss your transfer with your family member's physician to ensure continuity of care at your new location.
- Contact the social work counselor at the civilian hospital or facility you are using for alternative funding programs to supplement CHAMPUS costs.
- Contact the Health Benefits Advisor (HBA) at any military medical facility to help you find CHAMPUS providers, assist in filing CHAMPUS claims, explain CHAMPUS Program for the Handicapped and identify CHAMPUS special programs.
- Review CHAMPUS Supplement Plans. Long term needs are not always a disqualifier—some have a short waiting period.

### ☐ Education

- Contact Specialized Training of Military Parents (STOMP) at (206) 588-1741 (collect) for help in understanding and managing the special education process.
- Contact the Department of Defense Dependent Schools, (703) 325-7810 to verify special education services before accepting an overseas assignment.

### ☐ Housing

- Contact your base Housing Officer to apply for emergency housing for medical reasons, to submit a hardship housing request, or to request housing adaptations.

☐ Miscellaneous

- Contact the Armed Services YMCA in your area to access programs such as emergency assistance, support groups, counseling, transportation to medical appointments and recreational outlets.
- Contact your local Social Security Office to apply for Supplemental Security Income (SSI) benefits. New laws are in effect to make qualifying easier for family members with disabilities. Remember you must reapply when transferring to another state.
  - The National Parent Network on Disabilities at (703)684-6763 will assist families of service members with application for SSI.
- Contact your local Family Service Center for relocation information about EFM resources at your next duty station.
- Contact your Navy Relief Society for assistance with unpaid medical expenses—particularly if you are facing a medical bill crisis.
- Contact the Incapacitated Dependent Program (INCDP) to extend ID card privileges for children over age 21. Adult children must be unmarried, incapacitated before age 21, and incapable of self support. Call Pers-334A at (703) 614-4261; DSN: 224-4261.

## **How Commands Can Ensure a Successful EFM Program**

- ☐ Ensure the EFM Program is included in your Command Indoctrination Program or other GMT instruction.
- ☐ Establish a command Point of Contact to assist potential EFM enrollees. Many Navy families use civilian health care facilities and may be unaware of the mandatory requirement.

- ☐ Ensure the command point of contact has established a liaison with the EFM Coordinator at MTF.
- ☐ Ensure liaison between Family Service Centers and medical treatment facilities for local provider referral coordination. (medical, educational, support, financial, etc.).
- ☐ Ensure privacy safeguards are in place for handling enrollment forms that may pass through the command.
- ☐ Ensure media information is conducted periodically through base newspaper, ship's newsletter, Plan of the Day, etc.
- ☐ Include an EFM information sheet in your Welcome Aboard package and Relocation Program data.
- ☐ Assign an EFM enrollee to the Sponsorship Program to assist other enrollees coming into the command.
- ☐ Ensure Navy physicians enroll their patients who meet program requirements. (Medical commands only.)
- ☐ Ensure identification and enrollment of EFM sponsors minimally nine months prior to projected date of rotation.
- ☐ Review JFTR U7550 regarding funded travel for sponsor/spouse for short-term in CONUS medevac needs.
- ☐ Ensure Overseas Screening Coordinator and EFM Coordinator are co-located. This ensures continuity with both programs. (Medical commands only.)
- ☐ Ensure Patient Affairs coordination with PSD, medevac, sending/receiving facilities to identify early return/emergency reassignment needs. (Medical commands only.)
- ☐ Ensure BUPERS notification prior to early return of family members especially to in-patient facilities.

## Points of Contact for the Exceptional Family Member Program

**American Cleft Palate  
Foundation**

1-800-24-CLEFT — (412) 481-1376

**American Liver Foundation**

1-800-223-0179 — (201) 256-2550

**Association for Retarded  
Citizens**

1-800-4-255 — (817) 261-6003

**Asthma and Allergy Hotline**

1-800-727-5400 — (202) 466-7643

**AT&T National Special Needs  
Center**

(Mobility/Hearing/Sight)

1-800-833-3232 — \*

**Autism Society of America**

301-565-0433

**Epilepsy Foundation of  
America**

1-800-332-1000 — (301) 459-3700

**International Shriners  
Hospitals**

1-800-237-5055 — (813) 281-0300

**Juvenile Diabetes Hotline  
(For Both Children and Adults)**

1-800-223-1138 — (212) 889-7575

**National Association for  
Alzheimer's**

1-800-272-3900 — (312) 335-8700

**National Cancer Institute**

1-800-4-CANCER — \*\*

**National Cystic Fibrosis  
Foundation**

1-800-344-4823 — (301) 951-4422

**National Down's Syndrome  
Society**

1-800-221-4602 — (212) 460-9330

**National Easter Seal Society  
(Early Intervention)**

1-800-221-6827 — (312) 726-6200

**Navy Family Service Centers**

1-800-FSC-LINE — (804) 444-6289

**Scottish Rite Foundation  
(Speech/Hearing/Language)**

1-800-776-2766 — (202) 232-3579

**Spina Bifida Hotline**

1-800-621-3141 — (202) 944-3285

**United Cerebral Palsy**

1-800-872-5827 — (202) 842-1266

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\* **AT&T National Special  
Needs Center**  
2001 Rt. 46, Suite 310  
Parsippany, NJ 07054

\*\* **National Cancer Institute**  
West Virginia Unit  
Health Science Center  
Morgantown, WV 26506